



SYRACUSE - ONONDAGA COUNTY PLANNING AGENCY

## SharePoint for GML 239 Referrals Directions

### Getting started

You should have received an email invitation to use the SOCPA SharePoint site.

#### ➤ *To open SharePoint:*

- Click on the link in your email invitation, or
- Go to: <https://ongov.sharepoint.com/sites/extranet/Planning>

#### ➤ *To login:*

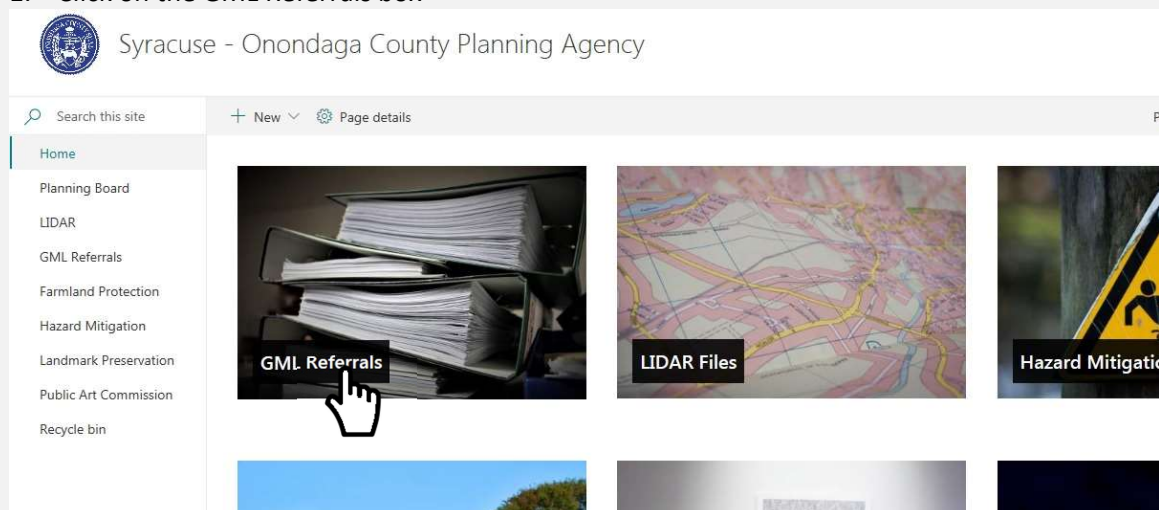
- The links above will take you to a login page
- Follow the directions on the page to login  
**TIP:** Opt to stay signed in if you want to skip the login step for future visits.
- Logging in to SharePoint requires a Microsoft account (see FAQs on Page 5 for more info)  
**TIP:** The email address and password you enter for login will be the same as your new or existing Microsoft account. This address must be the email address you provide to SOCPA when requesting access to SharePoint.

### Submitting GML 239 referrals

Once you have logged in to SharePoint, you will see the site's home page.

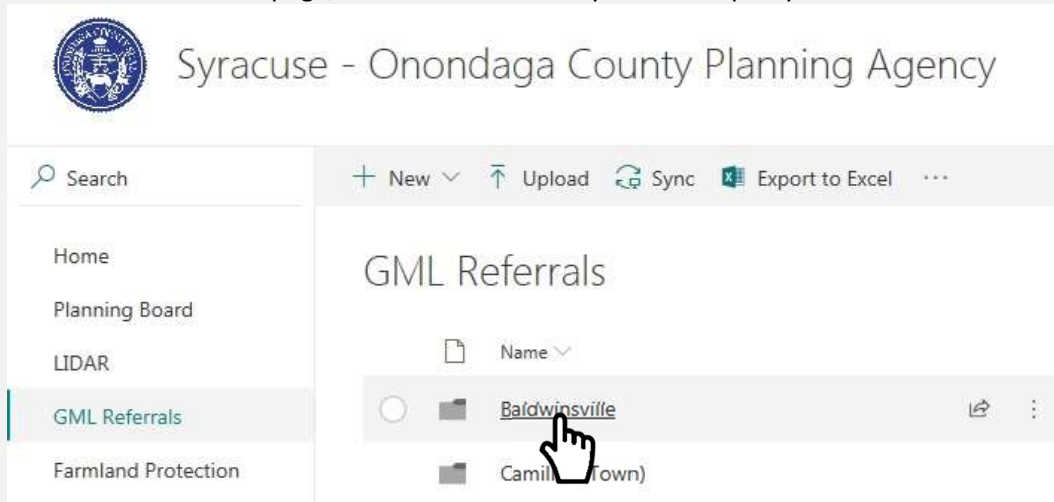
#### ➤ *To submit a referral:*

1. Click on the GML Referrals box

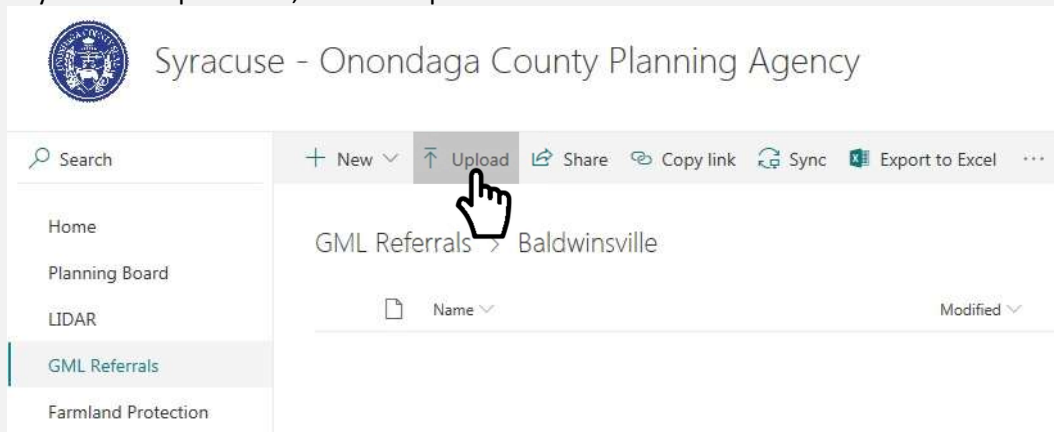


## Submitting GML 239 referrals -- continued

2. On the GML Referrals page, click on the name of your municipality



3. In your municipal folder, click the Upload button



4. The "Choose File to Upload" window will open
5. Navigate to the folder where your project files are saved and select the desired file(s)  
**TIP:** You can select more than one file to upload at one time.
6. Click the Open button

Your file(s) should now appear in the list of items in your municipality's folder.

SOCPA staff will be notified by SharePoint that new files have been uploaded to the site. SOCPA will then send you a notification via email that your submission has been received within 1 business day of uploading your project file(s). If you do not receive an email, please contact SOCPA at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net) to ensure your referral has been received.

## Submitting GML 239 referrals -- continued

### ➤ *Are there other ways to submit multiple files at once?*

Yes! Here are two other options for uploading multiple files quickly and easily.

#### **Option 1: drag and drop files**

1. In SharePoint, navigate to your municipality's folder (see the directions on Pages 1 & 2)
2. On your desktop, open your file browser and navigate to the folder where your project files are saved on your computer
3. Select your project files
4. Click on your selected files and hold
5. Move the cursor from your file browser to the SharePoint site
6. A text box labeled "Move" will appear over your cursor  
**TIP:** This feature is only copying your files to SharePoint. The files will remain on your computer as well.
7. Release the mouse

Your file(s) should now appear in the list of items in your municipality's folder.

**TIP:** For large projects that include multiple files, try creating a new folder in your municipality's folder on SharePoint. This may help in keeping all files for one project together and eliminate the need to rename a number of individual files.

- In SharePoint, navigate to your municipality's folder
- Click New and then Folder
- Enter a folder name and click Create
- Upload or move files directly to the new folder.

#### **Option 2: upload a zip file**

1. Add your project files to a zip file
2. Upload the zip file to SharePoint following the directions on Pages 1 & 2 or by dragging and dropping as described above

Your file(s) should now appear in the list of items in your municipality's folder.

**TIP:** Zip files offer another method for keeping large projects organized. They may help to keep all files for one project together and eliminate the need to rename a number of individual files.

## Frequently Asked Questions (FAQs)

### ***Q. What is SharePoint?***

A. SharePoint is an online service that facilitates file sharing and storage between individuals or groups.

### ***Q. Why is SOCPA using SharePoint for GML 239 submissions?***

A. By accepting GML 239 referral submissions electronically at the SharePoint site, municipalities and the County can save on postage and time, as submissions are instantaneous, and avoid file size restrictions that are common with email submissions.

### ***Q. Who in my municipality should have access to SharePoint?***

A. If you're interested in using SharePoint, we recommend designating one or more people in your municipality to have access to the site. These people may be the ones who are responsible for submitting GML referrals to the County.

To request access to SharePoint, contact Danielle Salisbury at (315) 435-8570 or [daniellesalisbury@ongov.net](mailto:daniellesalisbury@ongov.net).

### ***Q. Do I need to request access every time I want to use SharePoint?***

A. No. Once access to SharePoint has been granted by SOCPA, you will be able to visit the site as frequently as you would like.

**TIP:** Bookmark the webpage in your browser or create a shortcut on your desktop. Then the web address will be saved for easy access whenever you need it!

### ***Q. Can I still submit GML referrals by mail, fax, email, or in person?***

A. Absolutely! Using SharePoint to submit GML referrals is not required. GML referral materials will continue to be accepted by mail, fax, email, or in person. Any referral materials submitted to SharePoint or by fax or email no longer need to be accompanied by paper copies unless specifically requested by SOCPA.

### ***Q. What will I be able to do in SharePoint?***

A. Your access to SharePoint allows you to upload files for GML 239 referrals to a folder for your municipality. Within your municipality's folder, you will also be able to view a read-only copy of any files that have been uploaded or download a copy of any files and save it to your computer.

Please note that files will only be available for a limited time as SOCPA will delete project files from SharePoint once your submission has been received and downloaded.

### ***Q. What else do I need to know about SharePoint access?***

A. You will need a Microsoft account to login to SharePoint.

## Frequently Asked Questions (FAQs) -- continued

### Q. How do I know if I have an existing Microsoft account?

A. If you use **Microsoft Outlook, Office 365, or another service offered by Microsoft** for your work, school, or personal email, then you have an existing Microsoft account! To login to SharePoint, you will be able to use the email address and password of that account.

**TIP:** Email addresses that use Outlook or Office 365 do not always end with @outlook.com. Other common domains include @hotmail.com, @msn.com, and @live.com. As another example, an organizational account, like your work email, may use Outlook as its email provider, but your email address may end in @townofexample.com.

If you use **Gmail, Yahoo, AOL, Time Warner Cable, or another provider** for your email, then you will need to create a new Microsoft account using that email address. Creating a new account is free!

### Q. What is a quick way to find out if I have a Microsoft account?

A. Follow these steps:

1. Go to: <https://www.microsoft.com/en-us/>
2. Click on this icon in the upper right hand corner
3. Enter your email address
4. Click Next



Does this error message come up? “That Microsoft account doesn’t exist. Enter a different account or get a new one.” If so, then there is not an existing Microsoft account associated with that email address.

**TIP:** If you have more than one email account, try this step with your other email addresses! Or follow the directions on screen to create a new Microsoft account.

### Q. What do I need to know about electronic submissions to SharePoint?

A. Here are some general guidelines to keep in mind when preparing your GML referral file(s):

- Referral materials for the project should be high resolution and easy to read. If they are not, paper copies may be required by SOCPA. Please make sure to review your files before uploading them to SharePoint.
- Use file names that are easy to interpret and distinguish from one another, e.g., your file name may include some combination of the project address and/or applicant, type of action, date of submission, etc.
- Use common file formats, such as:
  - PDF
  - Microsoft Office – DOC, DOCX
  - Image files – PNG, JPEG, TIFF, GIF

**TIP:** If possible, combining all materials, i.e., referral notice, local application, EAF, plans, etc., into a single file, zip file, or folder can make uploading and downloading files easier, ensure no materials are overlooked, and eliminate the need to rename a number of individual files.

## Frequently Asked Questions (FAQs) -- continued

- Encouraging electronic submissions from applicants can make this process much easier.

### *Q. How will I know that my submission was received?*

A. SOCPA will send notification via email that your submission has been received. You should receive this email within 1 business day of uploading your project file(s). If you do not receive an email, please contact SOCPA at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net).

Once SOCPA downloads your submission from the SharePoint site, we will delete the files from SharePoint to prevent items from accumulating over time.

### *Q. What if I need to resubmit a referral?*

A. To prevent any confusion about duplicate submissions, please include a note to SOCPA with the resubmitted referral explaining the nature of any changes between the submissions and indicating which version should be reviewed by the OCPB. You may also call or email SOCPA at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net) to provide these clarifications as necessary.

## Other Questions?

Contact Danielle Salisbury  
[daniellesalisbury@ongov.net](mailto:daniellesalisbury@ongov.net)  
(315) 435-8570